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TAB B

WEEKLY TIME DISTRIBUTION ESTIMATED BY EACH CLERICAL EMPLOYEE	TYPE CABLES	TYPE DISPATCHES	TYPE MEMOS	HANDCARRY	LOG DISPATCHES	LOG CABLES	DISTRIBUTE MAIL	THERMOFAX	FILE CABLES	FILE DISPATCHES	ANS. TELEPHONE	FILE MEMOS	RECORD SENSITIVE DOCUMENTS	PSEUDO-CRYPTO FILE	MISC. FILING	MISC. TYPING	MISC. LOGGING	MISC. TASKS	FILE MAINTENANCE	TYPING CARDS	FILING CARDS	MARKING FOR CARDING AND ABSTRACTING	OPENING 201 PERSONALITY FILES	NAME TRACING	CONSOLIDATING CARDS	TYPING REPORTS	TOTAL
[redacted]				3											8		6	3		5	5					10	40
																		6				10	12	12			40
	5	4	½	1			1	3	3	2	1	½			2	2½	½	7½	7								40
	5	5	5	3/4	2		5	3	3	2	1	½			2	1	2	3									40
	6	9	4	3	1½	1		1½	1	1	½	½	1/6	1/6	3½	4½	1/6	2½									40
	4	3	2	4	½	1		2	4	3	1	½			3	1		1	6				1	3			40
	1½	2½	1				10				5			4				16									40
				12½	5	5	5	5	2½		2½							2½									40
																		5		4	7	4			20		40
TOTAL MANHOURS PER WEEK BY ACTIVITY	21½	23½	12½	24½	9	7	21	14½	13½	8	11	1½	1/6	4½	18½	9	8⅓	46½	13	9	12	14	13	15	20	10	360

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